

**LATAH COUNTY LIBRARY DISTRICT  
LIBRARY BOARD OF TRUSTEES  
February 17, 2004  
Moscow Library – Board Room**

In attendance: Board – Ben Jenness, Louise Regelin, John Hasko, Jennifer O’Laughlin, Steve Fischer;  
Director – Janice McPherson; Guest – Carol Kampenhout

President Jenness call the meeting to order at 5:30p.m.

Jenness then adjourned to go into executive session to finalize the director’s annual evaluation and discuss other personnel issues.

The meeting was reconvened at 5:50p.m. **Regelin moved that the letter to the director in which she was notified of a positive appraisal for her first year be accepted into the permanent record with the modifications noted on the draft given to McPherson. She also moved to accept the letter to staff with noted changes. Fischer seconded the motion. Motion unanimously carried.** Jenness will send out clean copies of each letter.

The letter from President Jenness to the staff which is intended to provide clarification on “chain of command” questions that have been raised by both the director and staff states that according to state law the Board of Trustees is responsible for “determining and adopting written policies to govern the operation, use, and program of the Library.” The letter goes on to say that “management is the responsibility of the person hired by the library board to administer, direct, or run the library.” The board, director, and staff work together to carry out the mission of the Latah County Library District. To this end **Regelin moved that O’Laughlin serve as board liaison to the staff committee providing trustee/policy insight into committee deliberations. Fischer seconded the motion. Motion unanimously accepted.**

**Regelin moved that the minutes of the Special Board meeting (February 3) & the regular meeting minutes (January 20) be approved as presented. O’Laughlin seconded the motion. Motion unanimously carried.**

Hasko gave the treasurer’s report. Revenue is higher than anticipated at this point in the year and the expenses on target. **Hasko moved that the report be accepted as presented. Regelin seconded the motion. Motion unanimously carried.**

**O’Laughlin moved to approve payment of bills and payroll for February 25 and March 10, 2004.**

Director’s Report

Nothing new added to director’s report that was previously distributed.

Committee Report

McPherson noted that the managers and she were going to retreat on March 9 to review the LCLD Strategic Plan. Accomplishments will be noted as well as identifying new or updated objectives. Hasko, as chair of the planning committee will try to attend.

Presentation

The LiLI database presentation was postponed to the March Board meeting. McPherson and Sokol will work on preparing this presentation.

### Unfinished Business

McPherson will send out a clean copy of the draft Personnel Policy to each Board member. Staff will be given an electronic copy and asked to review the entire document one more time. The staff committee will meet to gather remaining concerns or questions. O'Laughlin, Board liaison to the staff committee, will attend the meeting to field any policy issues that may arise. We look to have this on the March agenda for a Board decision.

A brief update was provided by McPherson on work being done by the Foundation and their Grant's Committee. Discussion centered around the role the Foundation should play in funding building projects throughout the District and setting in place a large scale planning process.

### New Business

McPherson reported that three candidates have been invited to interview for the Business Manager position. Carol Kampenhout, currently serving as the Interim Business Manager, is one of the three. We hope to finalize the process the first week of March.

The unix box on which the Sirsi software resides is no longer under a maintenance contract because of its age. We will begin pulling together information to help us determine how best to proceed in this situation. Options include upgrading the unix server and the Sirsi software or migrating to a new system, most likely VALNet. If we migrate it wouldn't be until this fall.

McPherson explained that she had attended the Juliaetta community meeting regarding available space in the planned community building. She had also proposed moving toward centralizing funding for the summer reading program. However, these two issues raised concerns with some of the Friends groups. McPherson sought guidance from the Board on what their expectations are as regards the branch communities. The Board responded that as regards building projects the community must take the lead. The director should be visible in the communities by attending council meetings and other community gatherings.

Jenness gave an update on the proposed purchase of a van. We have received quotes from three local dealers. Each dealer's package is just enough different from the others to make a comparison difficult at this time. No decision was made because it was felt that further investigation must take place. Jenness has the file and will gather additional information. We will look for a purchase recommendation at next month's meeting.

The board members discussed the development of an investment policy for all District revenue, gifts and memorials. Elements to be included in the policy are:

- The Board will accept any gift but if it is stocks or real estate it will be liquidated and deposited into the appropriate gift and memorial account.
- All money received from property tax, sales tax revenue, new growth tax, and all money generated by the library through fines and fees will be deposited with the State Treasurer.
- Grant money or any other money received from city, state or federal government will be deposited with the State Treasurer.

The Board did request that the Idaho Power stock be liquidate stock with proceeds deposited into the appropriate G&M account. McPherson will develop a draft policy for the board to consider.

The meeting was adjourned at 7:04.

Respectfully submitted by  
Janice McPherson, Board secretary

